

**LETTER OF INTENT  
COMMUNITY BUSINESS ENTERPRISE  
FOR A/E PROFESSIONAL SERVICES  
PARTICIPATION**

**This form must be completed by all certified CBE-A/E subconsultants and submitted to the Proposer. The Proposer must include Letters of Intent in the proposal document for all CBE-A/E subconsultants that will be utilized on the project. The Letters of Intent may also be submitted by the Proposer to the person or office to whom the proposal was submitted by 4:00 p.m. on the second business day following proposal submission due date. Percentages listed on the Schedule of Participation, Set-Aside List of Subconsultants or the Design-Build List of Subconsultants that are not confirmed by a properly executed Letter of Intent shall not count toward the goal.**

**TO:** \_\_\_\_\_  
**Name of Proposer**

**FROM:** \_\_\_\_\_  
Name of Subconsultant

**CONTRACT NAME:** \_\_\_\_\_

**CONTRACT NO.:** \_\_\_\_\_

**The undersigned holds CBE Certification No. \_\_\_\_\_, expiring on \_\_\_\_\_**  
**Federal Employer Identification No. \_\_\_\_\_**

**The undersigned intends to perform the following work in connection with the above contract:**

| Item No.     | Type of Work to be Performed/Technical Certification Categories | Percentage Amount of Design Fee |
|--------------|---|---------------------------------|
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|              |   |                                 |
| <b>Total</b> |   |                                 |

**The undersigned has reasonably uncommitted capacity sufficient to provide the required goods or services, all licenses and permits necessary to provide such goods or services, the ability to obtain bonding that is reasonably required to provide such goods or services consistent with normal industry practice, and the ability to otherwise meet the bid specifications.**

Subconsultant Signature \_\_\_\_\_

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**Date**

|                                   |                            |
|-----------------------------------|----------------------------|
| <b>Subconsultant Name (Print)</b> | <b>Subconsultant Title</b> |
|-----------------------------------|----------------------------|

Subconsultant Title